

City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 39525



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[www.Diamondhead.ms.gov](http://www.Diamondhead.ms.gov)

APPLICATION FOR ZONING CHANGE

CASE NO. \_\_\_\_\_

DATE \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

TAX ROLL PARCEL NUMBER: \_\_\_\_\_

STREET ADDRESS OR LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

ZONING CHANGE (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

STATE PURPOSE OF REZONING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STATEMENT OF UNDERSTANDING

As the applicant or owner/s for the requested Zoning Change in the City of Diamondhead, I (we) understand the following:

The application fee of \$600.00 must be paid prior to the acceptance of the application. Further, that if the application is withdrawn for any reason that the application fee is forfeited to the City of Diamondhead.

As the applicant or owner/s, I (we), or the designated representative, must be present at the public hearing.

That all information provided with this application is true and correct to the best of my knowledge.

That this application represents only property owned by me (us) and that any other adjoining property owners must apply for a change on his own behalf.

That all required attachments have been provided to the City of Diamondhead.

That additional information may be required by the Planning Commission prior to final disposition.

The City Council will not accept new case evidence once the recommendation has been made by the Planning Commission. If new evidence needs to be presented, the applicant will need to request that the matter be referred back to the Planning Commission for review.

The Public Hearing will be held on \_\_\_\_\_ at \_\_\_\_\_ p.m. in the Council Chambers of the Diamondhead City Hall.

If a continuance of the hearing is necessary at my (our) request, the request must be made to the Zoning Official a minimum of seven (7) days prior to the hearing. If such request is not made in writing, I understand that a new application must be filed and an application fee paid to the City.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
For Official Use Only

- ~~( ) \$600.00~~  
( ) <sup>200.00</sup> Copy of Deed, Lease or Contract  
( ) Site Plan  
( ) Parking Spaces  
( ) List of Property Owners NA ( )

- ( ) Application Signed  
( ) Written Project Description  
( ) Drainage Plan NA ( )  
( ) Notarized Statement NA ( )



## INSTRUCTIONS AND APPLICATION FOR SUBMISSION FOR PLANNING & ZONING APPROVAL

### \*IMPORTANT NOTICE\*

PROPOSALS REQUIRING THE APPROVAL OF PLANNING AND ZONING COMMISSION:  
RELEVANT ARTICLES OF THE DIAMONDHEAD ZONING ORDINANCE, AS AMENDED,  
ARTICLE 2. ADMINISTRATION AND ARTICLE 4: ZONING DISTRICTS AND USE REGULATIONS

SEE SECTION 4.21.1 (B) - USES REQUIRING PLANNING COMMISSION REVIEW

SEE SECTION 4.21.1. (C)- CONDITIONAL USES

SEE TABLE 4.2: CHART OF DETERMINATE USES (LISTING ALL USES BY RIGHT, USES  
REQUIRING PLANNING COMMISSION APPROVAL AND CONDITIONAL USES)

2.6.2 VARIANCE PROCEDURE

2.7 APPEALS PROCEDURE

2.8 AMENDMENT (REZONING) PROCEDURE

### NOTICE:

1. The Planning and Zoning Department WILL NOT consider ANY request unless and until a complete application is received containing all required documents.
2. Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. Applications are not considered complete unless and until all required information is made available for review.
3. Submission deadlines and corresponding Hearing Dates are posted on the public notice(s) bulletin board located in City Hall.

### APPLICATION REQUIREMENTS:

1. Completed and signed application. The application and certification must be signed by all owners and or agents (if applicable) of every tax parcel subject to the request. If you are acting as an agent of the owner in the making the request, owner(s) signatures are still required. Each and every owner and or agent must provide contact information.
2. Proof of Ownership (copy of deed, lease or affidavit). If acting as an agent for the owner, provide notarized proof of authority to act for the owner(s), i.e. in the form of an affidavit.
3. Site Plan Checklist.
  - a. The property lines and dimensions, including all required set backs, have been provided on the drawing (numbers shown) and have been drawn to scale. All distances from all property lines from each structure and or building have been identified and are noted on the site plan
  - b. All buildings and structures currently located on the property AND all proposed buildings or structures have been clearly identified and marked on the site plan, including areas of designated parking (including for all areas of parking the arrangement of parking spaces containing the dimensions for each in feet, and the total capacity [number of spaces] contained within the parking area), loading and

unloading areas and dimensions are noted and dimensions (numbers shown), areas of access (pedestrian and vehicular) are depicted, utility and service areas are marked including dimensions (numbers shown) (including HVAC and dumpsters), fencing, gates, screening, and a description of the building materials has been provided for each, including color and material type(s), and the drawing includes front, back and side elevations for each item listed, containing building materials to be utilized and proposed color(s) for each, and same has been prepared with sufficient specificity for the determination of conformance with all applicable zoning regulations.

- c. All dimensions of buildings and structures have been noted (containing numbers) on the site plan.
  - d. The dimensions (numbers shown for total square footage), location and methods of illumination, including building materials, and colors, for any and all signs located on the property are provided.
  - e. The number, location and dimensions of all parking spaces and the location and dimensions of any loading/unloading zone(s).
  - f. The number, location and dimensions of all handicap parking spaces.
  - g. Street names have been provided for all streets which abut the property.
  - h. Traffic flow, parking and driveways have been identified.
  - i. If required, buffer strips have been identified.
  - j. Identify the type of roof design for all structures and or buildings and include a drawing or description of the building materials, including color and type, to be utilized on front, back and side elevations, describing same with sufficient specificity for the determination of conformance with all applicable zoning regulations.
  - k. Identify dimensions for all HVAC and dumpster locations and include for each a description of required screening, including locations for each screen, screen height, number of sides, locations of any gates and materials to be utilized in the construction of all required screening units and gate components.
  - l. Identify the location of landscaping with respect to each structure and or building on the proposed site plan.
4. The City of Diamondhead, Planning Division Staff will notify by letter adjacent property owners using the county tax land roll database. If you would like additional persons or property owners notified of your request, provide names and addresses of those persons at the time of your submission of this application.
5. Written Statement. Provide a written statement addressing each of the following matters and explaining how the site plan is appropriate with regard to:
- a. Transportation and Access
  - b. Water Supply
  - c. Waste Disposal
  - d. Fire and Police Protection
  - e. Why the proposal will not cause undue traffic congestion or create a traffic hazard
  - f. Why the Site Plan is in keeping with the appropriate development of the district in which is the proposed land use is located.